



West Park United Methodist Church
625 Shiloh Pike
Bridgeton, NJ 08302

FACILITY USE FORM

USER IDENTIFICATION

User's Name: _____

User's Address _____

City _____ State _____ ZIP _____

Phone: _____ (Primary) _____ (Evening) _____ (Cell)

Group Name (if applicable) _____

USER CLASSIFICATION

Member

Sponsored User— Name of Sponsor _____ *

* Sponsor is responsible for insuring that all facility use regulations are followed and must be present during the event

Outside User

Date of Application: ____/____/____

(must be at least 3 weeks prior to event)

Date(s)/Time(s) of Event: (be sure to include set up dates/times)

____/____/____ From: ____ AM/PM to ____ AM/PM

____/____/____ From: ____ AM/PM to ____ AM/PM

____/____/____ From: ____ AM/PM to ____ AM/PM

TYPE OF EVENT

(Check all that apply)

Wedding

Wedding

Rehearsal

Rehearsal Dinner

Reception

(A separate Wedding packet should be obtained from the Office at the time of application)

Athletic

Game(s)

Practice(s)

Social

Luncheon/Dinner

Meeting

Shower

Birthday/

Anniversary Party

Meeting

Committee

Small Group

Large Group

Other (describe):

ESTIMATED ATTENDANCE

Adults _____ Children (under 18) _____**

**There must be at least 1 adult for every 10 children

AREA(S) TO BE USED

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Multipurpose Room |
| <input type="checkbox"/> Gathering Space | <input type="checkbox"/> Large Group Meeting Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom(s) # _____ needed |

EQUIPMENT NEEDED

- | | |
|--|---|
| <input type="checkbox"/> PA System (Sanctuary/
Gathering Space) | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Portable PA System
(Multipurpose Room) | <input type="checkbox"/> Round Tables # _____ |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Rectangular Tables # _____ |
| <input type="checkbox"/> VCR/DVD Projector | <input type="checkbox"/> Folding Chairs # _____ |
| <input type="checkbox"/> Portable Screen | <input type="checkbox"/> Lectern |

FOOD SERVICE/KITCHEN USE

Will food be served?

- Yes
 No

Will Kitchen be used?

- Yes
 No

Will Kitchen Appliances be used?

- Yes
 No

Name of Caterer:

Caterer Contact #: _____

DECORATIONS

Describe type(s) of decorations and area(s) to be decorated:

SIGNATURE PAGE

ACKNOWLEDGEMENT

I have read the attached Policies and Guidelines Governing Facility Use and agree to abide by all provisions set forth in them.

_____ (Signature of User)

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

This agreement between West Park United Methodist Church (The Church) and _____ (Occupant), entered into this date ____/____/____ for the use of the premises located at 625 Shiloh Pike, Bridgeton, NJ (The Premises) in consideration of the mutual promises contained herein the parties hereby agree that the aforementioned Occupant will save, indemnify, and hold harmless The Church from any and all claims which result in bodily injury or property damage received as a result of the activities to be conducted at The Premises by all employees, volunteers, participants, or anyone associated with Occupant during such time as Occupant is utilizing said facilities.

Furthermore, the Occupant understands that the responsibility to obtain insurance is not the duty of The Church. It is recommended that the Occupant obtain separate insurance in accordance with the use of the facilities. The Occupant agrees to abide by all laws, ordinances and regulations in effect by any government unit with appropriate jurisdiction. The Church may terminate this agreement at any time with prior written notice.

Signed _____ for the Occupant

Signed _____ for the Church

I certify that I have obtained necessary Insurance protection to cover the event(s) indicated in this agreement

_____ (Signature of User)

INSURANCE INFORMATION

Name of Carrier _____ Policy # _____

FOR OFFICE USE ONLY

Application Received Date: ___/___/___

Security Deposit Received Date: ___/___/___

Amount—\$_____ Check # _____

Certificate of Insurance (or verification) Received Date: ___/___/___

Approval Granted / Denied Date: ___/___/___
by _____

Applicant Notified
 By phone Date: ___/___/___

By letter Date: ___/___/___

Event Placed on Church Calendar

Event Confirmed by Applicant Date: ___/___/___

Rental / Facility Management Fee Received Date: ___/___/___

Amount—\$_____ Check # _____

Rental Fee waived by _____

Attendant Fee Received Date: ___/___/___

Amount—\$_____ Check # _____

Key Issued Date: ___/___/___

Post Event Inspection Completed Date: ___/___/___
by _____

Key Returned Date: ___/___/___

Security Deposit Returned Date: ___/___/___

Amount—\$_____ Check # _____

Name of Facility Attendant Assigned: _____

Name of Sound Attendant Assigned: _____

Rental Fees/ Deposits	Member	Sponsored User	Outside User
Security Deposit (Refundable)*	\$200	\$200	\$200
Sanctuary	NC	\$75	\$150
Gathering Space	NC	\$100	\$300
Multipurpose Room	NC	\$200	\$500
Kitchen	NC	\$50	\$75
Meeting Room	NC	\$25	\$50
Classroom(s)	NC	NC	\$30/ea
Facility Man- agement Fee*	Member	Sponsored User	Outside User
Sanctuary	\$75	\$75	\$75
Gathering Space	\$75	\$75	\$75
Multipurpose Room	\$75	\$100	\$150
Other Fees***	Member	Sponsored User	Outside User
Facility Attendant	NA	NA	\$20/hr.
Sound System Operator	\$15/hr.	\$15/hr.	\$15/hr.

*Security Deposit and Facility management Fees apply to **all** users. Rental fees may be waived or reduced at the discretion of the Board of Trustees.

**Facility Attendant and Sound System Operator fees apply to ALL hours including set up/take down, rehearsals, etc.

Note: Facility Management fee covers supplemental custodial services, waste disposal fees, cleaning supplies, etc.

POLICIES AND REGULATIONS GOVERNING FACILITY USE

Church Facilities are available for use by members of West Park United Methodist Church and outside groups for activities and functions consistent with the Christian Values of our denomination and congregation. The Board of Trustees, in consultation with the Pastor and/or the Administrative Board, reserves the right to deny facility use for activities deemed to be in contradiction of these values.

GENERAL

The use of alcohol, drugs and tobacco in Church facilities and on Church property is **STRICTLY PROHIBITED**.

Dancing of a suggestive nature, music with objectionable/vulgar lyrics and R-rated movies are also strictly prohibited in Church facilities. Users are required to use extreme discretion in these areas.

USERS:

Members—Members are responsible for the conduct of their guests while using Church Facilities, for the return of the facility to its pre-event condition, and for securing the **entire** building at the conclusion of the event. A key to the building can be obtained from the Church Office 48 hours in advance of the event and must be returned before the Security Deposit is refunded.

Sponsored Users—Sponsoring Members **MUST BE IN ATTENDANCE AT ALL TIMES THAT THE BUILDING IS IN USE** (including set-up and break-down) and are responsible for the conduct of their guests while using Church Facilities, for the return of the facility to its pre-event condition, and for securing the **entire** building at the conclusion of the event. A key to the building can be obtained from the Church Office 48 hours in advance of the event and must be returned before the Security Deposit is refunded.

Outside Users—Outside users are responsible for the conduct of their guests while using Church Facilities and for the return of the facility to its pre-event condition (unless other arrangements have been made and approved by the Board of Trustees). The Facility Attendant **MUST BE IN ATTENDANCE AT ALL TIMES THAT THE BUILDING IS IN USE** (including set-up and break-down) and will be responsible for opening and securing the building.

DATES/TIMES/TIMELINES:

Applications for Facility Use must be submitted no later than 3 weeks prior to the scheduled event date.

Applicants will receive notice of approval/denial within 7 days of application submission.

The facilities **WILL NOT** be available on the following days:

SUNDAYS*

Friday or Saturday prior to CHRISTMAS

CHRISTMAS EVE OR CHRISTMAS DAY

Friday or Saturday prior to PALM SUNDAY

Monday through Saturday of HOLY WEEK (the week prior to Easter)

Exception: Members and Sponsored Users may be approved for use on Sundays between the hours of 2 PM and 5 PM if there is no conflict with Church sponsored events and the event is consistent with the Sabbath keeping teachings of the church.

DATES/TIMES (cont):

Event Times—No event may be scheduled to begin before 9 AM and MUST conclude by 10 PM. (If requested, the building may be available 1/2 hour prior to the event for set up and 1/2 hour after the event for break down).

ALL REQUESTS ARE SUBJECT TO FACILITY AVAILABILITY AND NO EVENT MAY BE SCHEDULED IN CONFLICT WITH ANY CHURCH SPONSORED ACTIVITY. APPLICANTS ARE ENCOURAGED TO AVOID PUBLICIZING THEIR EVENTS UNTIL FINAL APPROVAL IS GRANTED BY THE BOARD OF TRUSTEES OR ITS DESIGNEE.

TYPES OF EVENTS

ALL activities and functions must be consistent with the Christian Values of our denomination and congregation. The decision of event suitability is reserved to the Board of Trustees and will be considered to be final.

ATTENDANCE

Fire Regulations and Insurance requirements prohibit attendance to exceed allowable limits as delineated below:

Sanctuary—300 persons

Gathering Space—100 persons

Multi-purpose Room—500 persons seated (300 persons w/ tables and chairs)

Large Group Meeting Room—50 persons

Classroom—25 persons

All events involving minors (under the age of 18) must meet the minimum supervision requirement of 1 adult for every 10 minors present.

AREA(S) TO BE USED

The Sanctuary may be used only for worship, Christian education and other formal gatherings (weddings, funerals, ceremonies, etc). NO FOOD is ever permitted in the Sanctuary. These requirements shall be strictly enforced.

The Gathering Space may be used for meetings, small social gatherings and reception lines. Food service in the Gathering Space is limited to beverages, snacks, Hors-d'-voves', finger foods, etc. (No sit down food service will be permitted unless requested and approved by the Board of Trustees or its designee.)

The Kitchen **must be** requested and used for any event involving the preparation and distribution of food and beverages. Request for the use of the stoves/ovens must be indicated on the application form. Users are welcome to use outside caterers, with the understanding that ultimate responsibility for kitchen use and cleanliness remains with the user.

The Multipurpose Room should be used for all events involving more than 100 persons, for sit down or hot food service, athletic/recreational activities or other events not deemed appropriate for the sanctuary.

The Large Group Meeting Room and Classrooms should be used for most meetings and other educational purposes. Food service in these rooms should be limited to beverages and snacks.

BUILDING AND AREA ACCESS

Events are limited to the area(s) of the building requested and restrooms. NO ROOMS OR AREAS are to be accessed unless specific permission has been granted through the application process. **AT NO TIME SHALL THE SANCTUARY BE ACCESSED** unless use has been granted as part of the approval process.

Building access shall be through designated doors only, and shall be indicated at the time of application approval.

EQUIPMENT NEEDED

PA System—The public address system in the Sanctuary and Gathering Space shall be available upon request and limited to default settings and limited microphone availability. It is the responsibility of the member to see that all equipment is stored properly and that the system is shut down at the end of the event. Outside Users must obtain sound equipment from the Facility Attendant who will be responsible for storage and shut down. Use of the Sound Board for Public Address requirements outside of the default use requires a Board of Trustees approved operator.

Portable PA System—A portable Public Address system is available for use in the Multipurpose Room, however, its capabilities are limited. Large events are encouraged to arrange for professional services.

TV/DVD/VCR, VCR/DVD Projector, Portable Screen and Overhead Projector are available upon request. It will be the responsibility of the member or facility attendant to see that the equipment is set up in the requested location and returned to its proper storage area after use.

Tables, Chairs, Lectern, etc. are available upon request. Set Up, Take Down and proper storage are the responsibility of the user. (*Set Up/Take Down service **may be available** through some of our church's youth and missions organizations for a donation (suggested \$2/table and \$.25/chair). This service should be requested at the time of application and is limited to the availability of one of these groups to perform the service.*)

There is no "rental fee" for equipment, however, any damage or loss of church owned equipment is considered to be the responsibility of the user and repair/replacement costs will be deducted from the Security Deposit.

FOOD SERVICE/KITCHEN USE RULES

Users are responsible for providing tablecloths, napkins, papers products, coffee, tea, cream, sugar and all other staples.

All food items (perishable and non-perishable) should be removed from the kitchen after use.

Wash, dry and return all dishes, pans, utensils, etc. to their proper location.

Clean all counter tops, serving carts, sinks, appliances, etc.

If used, dish towels and dish rags should be laundered and returned ASAP.

All trash, properly placed in plastic bags, **MUST** be taken to the dumpster area after the event.

ALL FOOD SPILLS in the kitchen and in the eating areas **MUST** be cleaned up immediately.

Users of any appliance should refer to and follow instructions posted on each piece of equipment.

Kitchen floor must be swept and cleaned after use.

FOOD SERVICE/KITCHEN RULES (Cont.)

Users are responsible for seeing that these rules are followed by any outside vendors. Caterers should be given a copy of the guidelines for kitchen use (available upon request)

DECORATIONS

All decorations in the Sanctuary and Gathering Space should be free standing. No decorations may be attached to any walls.

Decorations in the Multipurpose Room may be attached with tacks or brads to the wooden rails on the walls.

AT NO TIME SHOULD TAPE OR STAPLES BE USED TO HANG/SECURE DECORATIONS TO WALL OR FURINTURE.

INSURANCE

All users will be required to provide a certificate of liability insurance, naming the West Park Methodist Church as additionally insured. If a certificate can not be produced, the

PRE-EVENT/POST-EVENT RESPONSIBILITIES AND REGULATIONS

All trash should be removed from the building and placed in the dumpster or dumpster area.

All decorations, food and personal equipment brought into the facility must be removed at the conclusion of the event.

Tables and chairs should be placed properly on the storage racks and returned to the proper location.

(For events scheduled other than Saturday evening the removal of decorations, food etc. may take place by noon of the following day WITH THE APPROVAL OF THE BOARD OF TRUSTEES or its designee.)

A complete building check should be completed before exiting.

- Thermostats should be set back to posted limits.
- Bathrooms should be checked before leaving to see that toilets are flushed and all water is turned off.
- Lights should be turned off and windows closed.
- All doors should be checked and locked.

(NOTE TO OUTSIDE USERS— The facility attendant will complete the building check at the conclusion of the event..)

The Facility Attendant (or member of the Board of Trustees) shall complete a facilities check list at the conclusion of the event, noting the condition of the areas used, damage or loss of church equipment and compliance with other regulations/responsibilities of facility use. This report should be submitted no later than 48 hours after the event, with a copy forwarded to the user.

FEES AND DEPOSITS

A Security Deposit shall be required of ALL USERS and should be submitted within 48 hours of notification of approval. Security Deposit should be submitted as a separate payment from rental and facility management fees.

Facility management fees and Rental fees are due 7 days prior to the event.

(All users will be responsible for the applicable facility management fee. Rental fees may be reduced or waived at the discretion of the BOARD OF TRUSTEES or its designee.)

Facility Attendant and Sound System Operator fees are due within 5 days of the conclusion of the event payable to the individual. Users will be notified of the amount due and names/addresses at the conclusion of the event.)

The original Security Deposit check will be returned upon:

- submission of the facilities inspection report
- return of key (if issued)
- payment of all applicable fees

Deductions from the Security deposit will be made for:

- damage to facility
- damage or loss of church owned equipment
- excess cleaning costs, including spot and stain removal, completion of clean up, set up/break down that was the responsibility of the user (\$25/hr)
- failure to pay applicable fees

Costs due to damage in excess of the security deposit will be billed at fair

PLEASE NOTE:

The fee structures listed in this application have been developed by the Board of Trustees and have been approved by the Administrative Board of the West Park United Methodist Church.